

28 April 1970

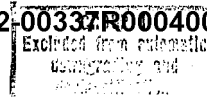
MEMORANDUM FOR: Deputy Director for Intelligence  
 Deputy Director for Plans  
 Deputy Director for Science and Technology  
 Deputy Director for Support  
 Director of National Estimates  
 General Counsel  
 Inspector General  
 Legislative Counsel

SUBJECT : Retirement Policy

1. In two specific ways I think we can and should improve our performance in the administration of our retirement policy. First, the Director continues to receive requests for deferment in which the employee states that he did not understand the policy, he assumed he could remain on duty for a certain number of years or until he reached a certain age; he did not receive a full five years' written notice from the Director of Personnel, etc. In many cases the command echelon through which the request is forwarded makes no comment on these points.

2. Our retirement policy, in substantially its present form, has been a part of Agency regulations for more than ten years. If there are employees, especially those who are within five years of retirement, who do not fully understand the policy and how it may affect them as individuals, this is a serious reflection on the Career Service and components to which these employees belong. In the future when an employee uses reasons of this kind as a part of his justification, the command echelon(s) will be expected to comment appropriately as the request is forwarded to the Retirement Board.

3. Second, the Director continues to receive retirement deferment requests in which the command echelon(s) takes no position but merely defers to the judgment of the Retirement Board and, in turn, to the Director. In some such cases, comments appear to be designed to relieve the command echelon(s) of any responsibility whatever



should there be a negative decision. The policy is clear, and as senior supervisors we each have a duty to carry it out. We cannot abdicate our responsibility to make a positive recommendation either to approve, possibly with modifications, or to disapprove the request. In fact, this is an important input for the Board and the Director to consider. In the future we will expect this to be done.



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L. K. White  
Executive Director-Comptroller